

The General Services Department at the **CITY OF FT THOMAS** is currently accepting applications for **ADMINISTRATIVE ASSISTANT**.

A successful candidate will have experience in Microsoft Word and Excel, good communication skills for public and volunteer board interaction and solid organizational skills in a team oriented environment. Responsibilities include clerical work associated with building, zoning, code enforcement and public works departments; managing telephones and walk-in traffic, preparation of legal notices, meeting minutes and transcripts etc..

Applications available online or at the City Building. Submit application and resume to Kevin Barbian, General Services Director, 130 North Fort Thomas Avenue, Fort Thomas, KY 41075.

The City of Fort Thomas offers excellent benefits including fully paid health and dental insurance, state retirement program, holiday and vacation leave. The position will remain open until filled. The City of Fort Thomas is an Equal Opportunity Employer.